

**OXFORDSHIRE PLAY ASSOCIATION CIO**

**UNAUDITED FINANCIAL STATEMENTS  
AND TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED  
31 MARCH 2020**

**Charity Registration Number: 1160320**

# **OXFORDSHIRE PLAY ASSOCIATION CIO**

## **TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

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# **OXFORDSHIRE PLAY ASSOCIATION CIO**

## **CHARITY INFORMATION FOR THE YEAR ENDED 31 MARCH 2020**

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### **TRUSTEE COMMITTEE MEMBERS**

Anda Fitzgerald-O'Connor  
Meryl Smith  
Megan Douthwaite

Anne Bissell  
Roger Beattie (resigned)

### **REGISTERED OFFICE**

Suite A, First Floor, Meridian House  
East Point Business Park  
Sandy Lane West  
Littlemore  
Oxford  
OX4 6LB

### **CHARITY REFERENCE NUMBER**

1160320

### **ACCOUNTANTS**

SPX Oxford Ltd  
Peace House  
19 Paradise Street  
Oxford  
OX1 1LD

### **BANKERS**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling Kent  
ME19 4JQ

# OXFORDSHIRE PLAY ASSOCIATION CIO

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

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The OPA Accounts for Financial Year 2019/20 continue to build on the difficult decisions we made in 2018 to secure the long term sustainability and financial viability of the organisation.

It is worth noting that these Annual Accounts are not materially affected by the Coronavirus Pandemic as the majority of our services and projects continued to operate until mid-March 2020.

Our Accounts for Financial Year 2020/21 will bear the full brunt of the devastating impact this Virus has had on many sectors and Charities across the Globe. However it is because of the difficult decisions we made in 2018, alongside the excellent packages provided by the Government in terms of support such as the Job Retention Scheme and the availability of Emergency Covid Funding Support that OPA will survive the devastating economic impact of this Pandemic.

If any good is to come of this Global Crisis then it is the realisation that the Physical and Mental Wellbeing of our Children and Young People should be paramount in all of our minds and OPA is well placed to deliver Projects and Services that meet this aim.

The OPA Trustees and OPA Manager are pleased to see that the difficult but very necessary decisions we made in 2018 have resulted in OPA achieving another surplus this year, which will further help replenish our unrestricted funds, which had previously suffered worrying reductions in previous years.

Financial highlights this year are as follows;

- Annual Surplus of £8,376 was the highest for 5 Years
- Expenditure of £121,859 was at its lowest level for 10 years since financial year 2008/09
- Unrestricted Reserves increased to £50,800
- Our core Organisational Operational Costs (including unfunded salary costs) were £28,306. This continues our focus on driving down these costs which were £55,260 in Financial Year 2017/18 and £40,740 in Financial Year 2018/19 (this represents a reduction over the 2 year period of almost 50%)
- Our total wage bill also continues to reduce as we focus on key project work and operate more flexible working arrangements, these reduced to £55,634 in the last financial year, down from £85,327 in Financial Year 2017/18 and £74,750 in Financial Year 2018/19.

The Trustees are grateful to the OPA Manager and the other OPA staff for their sterling work to enable the organisation to continue to provide quality services and projects in response to local need in a financially responsible and sustainable way.

## **OXFORDSHIRE PLAY ASSOCIATION CIO**

### **STATEMENT OF THE TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ascertain both the financial position of the charity and ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## OXFORDSHIRE PLAY ASSOCIATION CIO

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OXFORDSHIRE PLAY ASSOCIATION

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I report on the accounts of the Trust for the period ended 31 March 2020, which are set out on pages 7 to 15.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- to state whether particular matters have come to my attention

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Sheila Parry FCCA

Relevant professional qualification or body: ACCA

Address:

Peace House  
19 Paradise Street  
Oxford OX1 1LD

Date:

*Sheila Parry*  
*30/6/2020*

# OXFORDSHIRE PLAY ASSOCIATION CIO

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

		2020			2019		
		Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
<b>Income and endowments from:</b>	Note						
Donations	2	2,003	-	2,003	891	-	891
Charitable activities	3	-	128,099	128,099	-	138,882	138,882
Investments		133	-	133	113	-	113
Other income		-	-	-	-	-	-
<b>Total</b>		<b>2,136</b>	<b>128,099</b>	<b>130,235</b>	<b>1,004</b>	<b>138,882</b>	<b>139,886</b>
<b>Expenditure on:</b>							
Charitable activities	4	-	121,859	121,859	-	139,035	139,035
<b>Total</b>		<b>-</b>	<b>121,859</b>	<b>121,859</b>	<b>-</b>	<b>139,035</b>	<b>139,035</b>
<b>Net income / expenditure</b>		<b>2,136</b>	<b>6,240</b>	<b>8,376</b>	<b>1,004</b>	<b>- 153</b>	<b>851</b>
Transfers between funds		6,240	- 6,240	-	- 153	153	-
<b>Net movement in funds</b>		<b>8,376</b>	<b>-</b>	<b>8,376</b>	<b>851</b>	<b>-</b>	<b>851</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		42,424	-	42,424	41,573	-	41,573
<b>Total funds carried forward</b>		<b>50,800</b>	<b>-</b>	<b>50,800</b>	<b>42,424</b>	<b>-</b>	<b>42,424</b>

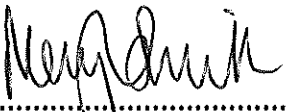
All recognised gains and losses are included in the Statement of Financial Activities.


# OXFORDSHIRE PLAY ASSOCIATION CIO

## BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2020

		2020		2019	
		£	£	£	£
	Notes				
<b>FIXED ASSETS</b>					
Tangible Assets			-		-
<b>CURRENT ASSETS</b>					
Debtors	6	-		3,275	
Cash at bank and in hand		72,629		112,820	
		72,629		116,095	
<b>CREDITORS: Amounts falling due within one year</b>	7	21,829		73,671	
<b>NET CURRENT ASSETS</b>			50,800		42,424
<b>NET ASSETS</b>			50,800		42,424
<b>INCOME FUNDS</b>					
General funds	12		50,800		42,424
Restricted funds	12		-		-
<b>TOTAL FUNDS</b>			50,800		42,424

These accounts were approved by the board of trustees on 23<sup>rd</sup> June 2020 and signed on their behalf by:-

  
 Meryl Smith  
 OPA Treasurer  
 OPA Trustee

  
 Anda Fitzgerald O'Connor  
 OPA Chair  
 OPA Trustee



# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1. STATEMENT OF ACCOUNTING POLICIES

#### **Accounting convention**

These accounts have been prepared under the historical cost convention, and in accordance with the Statements of Recommended Practice 2015 (SORP 2015), 'Accounting and Reporting by Charities', issued by the Charities Commission and the Charities Act 2011, together with applicable standards.

#### **Going Concern**

The trustees consider that there is no material uncertainty affecting the organisation's ability to continue as a going concern for the next twelve months.

#### **Income**

Income represents income receivable from room hire, rental income, fundraising, donations, gifts and interest received.

Donations and legacies are reported in the Statement of Financial Activities if they are received or due in the financial year.

Any income received relating to a forward period has been deferred.

Grants receivable are included in the year in which the offer is conveyed by the charity except in those cases where the offer has conditions, such grants being recognised as income when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are not included in the financial statements.

#### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure, inclusive of any VAT which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered that are subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

Resources are expended in the furtherance of the charity's objectives.

#### **Depreciation**

Depreciation is provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives. A full year's depreciation is provided in the year of acquisition.

Computer equipment – straight line basis at 33.3% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £300.

#### **Fund accounting**

Funds held by the charity are either:-

## OXFORDSHIRE PLAY ASSOCIATION CIO

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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**Designated funds** – these funds represent monies set aside for specific purposes at the discretion of the trustees rather than the donors.

**Restricted funds** – funds received can only be used for specifically nominated expenditure by the donor and are credited to income in the year in which they are received. Where amounts are not specifically allocated against expenditure in that year the balance is deferred and added to the balance brought forward on the restricted funds and is used in subsequent years in line with the restrictions placed by the donor.

#### **Taxation**

The organisation, being a charity, is not liable to taxation on its income.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 2. INCOME FROM DONATIONS

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Other donations	2,003	-	2,003	891
	<u>2,003</u>	<u>-</u>	<u>2,003</u>	<u>891</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Public sector grants</b>				
Cherwell District Council	-	5,800	5,800	7,000
South Northamptonshire District Council	-	-	-	1,000
Ministry of Defence	-	41,160	41,160	43,160
<b>Other grants</b>				
<b>Training</b>				
Oxlep	-	-	-	8,772
Delivering Impact	-	-	-	590
NVQ/OCF	-	-	-	300
Other courses	-	450	450	740
<b>Infrastructure</b>				
Playboxes	-	1,297	1,297	955
Play Rangers	-	-	-	21,451
Outreach	-	685	685	715
<b>Play Projects</b>				
Playday	-	48,876	48,876	31,168
Therapeutic Play	-	7,773	7,773	2,931
Saturdads	-	-	-	1,100
Armed Forces Playday	-	15,694	15,694	19,000
Brackley Youth Engagement	-	2,500	2,500	-
Towcester Youth Engagement	-	3,864	3,864	-
	<u>-</u>	<u>128,099</u>	<u>128,099</u>	<u>138,882</u>

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs £	2020 Support costs £	Total funds £	2019 Total funds £
<b>Training</b>				
Oxlep	-	-	-	10,509
Delivering Impact	-	-	-	219
Other courses	397	55	452	1,203
<b>Infrastructure</b>				
Playboxes	1,238	513	1,751	1,348
Play Rangers	-	-	-	20,613
Outreach	722	84	806	619
<b>Play Projects</b>				
LIBOR fund	22,602	9,760	32,362	43,263
Playday	36,995	10,702	47,697	30,270
Play Infrastructure	6,391	709	7,100	8,904
Armed Forces Playday	13,538	3,022	16,560	18,465
Saturdads	-	-	-	717
Therapeutic play	7,004	1,738	8,742	2,623
Take 5 for play	-	-	-	282
Brackley Youth Engagement	1,938	778	2,716	-
Towcester Youth Engagement	2,728	945	3,673	-
	<b>93,553</b>	<b>28,306</b>	<b>121,859</b>	<b>139,035</b>

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 5. EXPENDITURE ON SUPPORT COSTS

	2020 Support Costs £	2019 Support Costs £
Management salaries	11,793	22,273
Finance and admin salaries	2,574	2,798
Employer's pension contributions	854	760
Staff travel	80	87
Rent and storage	8,066	8,394
General office costs	2,090	2,271
IT costs	360	752
Subscriptions	-	170
Professional fees	2,489	2,579
Newsletter	-	422
Independent Examiner's fee	-	234
	<b>28,306</b>	<b>40,740</b>

### 6. DEBTORS

	2020 £	2019 £
Trade debtors	-	750
Prepayments	-	2,525
	<b>-</b>	<b>3,275</b>

### 7. CREDITORS: amounts falling due within one year

	2020 £	2019 £
Trade creditors	170	165
Payroll taxes	1,007	916
Deferred income	19,764	71,739
Other creditors	138	101
Accruals	750	750
	<b>21,829</b>	<b>73,671</b>

### 8. TRUSTEE REMUNERATION, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the period. No committee costs were reimbursed to trustees during the period. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

## OXFORDSHIRE PLAY ASSOCIATION CIO

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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#### 9. INDEPENDENT EXAMINATION AND OTHER FINANCIAL SERVICE FEES

	2020	2019
	£	£
Independent Examiner's fees	234	234
Other financial services from SPX	516	906
	<u>750</u>	<u>1,140</u>

#### 10. STAFF COSTS AND EMPLOYEE BENEFITS

	2020	2019
	£	£
Wages and salaries	54,070	72,140
Employer's pension contributions	854	760
Employer's National Insurance	710	1,850
	<u>55,634</u>	<u>74,750</u>

Average head count: 5.8 including sessional workers

No employees received employee benefits of more than £60,000.

#### 11. REMUNERATION AND BENEFITS RECEIVED BY KEY MANAGEMENT PERSONNEL

The key management personnel of the charity are the voluntary trustees. There are therefore no remuneration or benefits of the key management personnel to disclose.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 12. MOVEMENTS IN FUNDS

	As at 1 Apr 2019	Income	Expenditure	Transfers	As at 31 March 2020
	£	£	£	£	£
Unrestricted funds:					
General funds	42,424	2,136	-	6,240	50,800
Restricted funds:					
<b>Training</b>					
Other courses	-	450	- 452	2	-
<b>Infrastructure</b>					
Playboxes	-	1,297	- 1,751	454	-
Play Rangers	-	-	-	-	-
Outreach	-	685	- 806	121	-
<b>Play Projects</b>					
LIBOR fund		41,160	- 32,362	- 8,798	-
Playday	-	48,876	- 47,697	- 1,179	-
Play Infrastructure	-	5,800	- 7,100	1,300	-
Armed Forces Playday	-	15,694	- 16,560	866	-
Therapeutic Play	-	7,773	- 8,742	969	-
Brackley Youth Engagement	-	2,500	- 2,716	216	-
Towcester Youth Engagement	-	3,864	- 3,673	- 191	-
	<u>42,424</u>	<u>130,235</u>	<u>- 121,859</u>	<u>-</u>	<u>50,800</u>

Transfer between reserves have been made:

- a) To mop up small overspends on projects
- b) To un-restrict funds where the project has been fully delivered and there is no requirement to repay any underspends to the funder.

### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	-	-	-
Cash at bank and in hand	72,629	-	72,629
Debtors	-	-	-
Current liabilities	- 21,829	-	- 21,829
	<u>50,800</u>	<u>-</u>	<u>50,800</u>

